

No Change in Class. ☐

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Class. Changed To: TS S **REPORT OF AUDIT OFFICE WORK**

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By: 35

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5-7637

1. This report summarizes the work of the Audit Office for the month of June 1954 by types of activities. 25X1A2g

Proprietary Projects

2. Audit reports completed and released to Deputy Director (Administration), Deputy Director (Plans), and Comptroller on projects [REDACTED] 25X1A2g

3. Interim audit report of cover company of [REDACTED] for 10 months ended 30 April 1954 released to Commercial Division, DD/P. 25X1A2g

4. [REDACTED] 5X1A2g

5. Agency records reviewed on 31 new projects that had not been audited (projects initiated during past year and those in which no funds had been invested as of 31 December 1953) to determine present financial status and necessity for current audit. Status is shown in following table:

<u>Status</u>	<u>No. of Projects</u>
No funds invested	9
Funds invested less than 6 months	11
Funds invested over 6 months	11
Total	<u>31</u>

Work performed on the 11 projects with funds invested over 6 months actually constituted audits of those projects to the extent that available documentation permitted. Additional data requested where necessary.

6. Other work on projects: 25X1A2g

[REDACTED] - Desk audit in process based on available records. 25X1A2g

[REDACTED] - Desk audit based on field records completed through 30 June 1953 (to be audited in field subsequently). 25X1A2g

[REDACTED] - Reviewed MAC report of audit with one of agents in attempt to clear up discrepancies. 25X1A2g

[REDACTED] - Audit completed as far as possible pending 30 June 1954 closing of books. 25X1A2g

[REDACTED] - Audit in process through 31 March 1954 when cover office closed.

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7. Site audit of [REDACTED] completed by public accountants. Report to be released in July.

Other Projects, Domestic Installations, and Stations

8. Work in process:

25X1A2g

[REDACTED] - Audit in process as requested by DD/A in memorandum dated 9 June 1954.

[REDACTED] - Site audit in process.

25X1A6a

[REDACTED] - Compiling data on station accountings per request of Inspection and Review Staff.

25X1A6a

[REDACTED] - Further analysis required before completion of report. In process.

25X1A2g

[REDACTED] - Action on report suspended because of other priority work.

25X1A2g

Financial Accounts

9. Continued review of financial accounts and of Finance Division procedures for handling accounts. Reports in process on Account 140 - Advances to Stations and on Account 190 - Cashed Funds and Commodities. Report released to the Comptroller on Account 180 - Investments in Proprietary Projects.

Voucher Audit

10. Completed audit of posting vouchers for the six months ended 30 June 1954, to (a) test adequacy of voucher preparation and processing procedures in the Finance Division and (b) ascertain that entries are adequately supported, explained, and in accordance with prescribed procedures. Audit report in process.

Property Audit

11. Completed audit and reconciliation of inventories relative to [REDACTED] Report in process.

25X1A

12. Verified machine tabulation runs of daily receipts, bi-weekly transaction register, and analysis of acquisition differences.

25X1A6a

Credit Union Audit

13. Completed audit of Credit Union accounts as of 14 May 1954. Audit report in process.

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Miscellaneous

14. Participated on Board of Review for Shortage and Loss Cases in investigations and recommendations related to write-off of operational accounts.
15. Attended Agency hearing on Audit Office operating budget for fiscal year 1955.
16. Processed request to fill one vacancy. Had two resignations.
17. Completed job descriptions for field audit positions.
18. Participated in management training program. Briefed two employees of DD/P in connection with their training program.

25X1X8

broken down into 11 in the field and 32 at headquarters. Due to resignations and the recent granting of 3 extra slots there exists today 7 vacancies at headquarters level. Personnel to cover six of these vacancies have been recruited and are in process and it is expected that the other vacancy will be filled in the near future.

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